

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

<b>1. Position Title:</b>  <b>Director, Intelligence Division (J-2), National Guard Bureau</b>	<b>2. Auth Grade:</b> 07	<b>3. Effective Date:</b> 1 Jul 03
<b>4. Headquarters:</b> NGB <b>5. Reporting Senior:</b> CNGB <b>6. Duty Location:</b>  National Guard Bureau, Arlington, Virginia  Mail:	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>8. Position Description:</b>  <b>Duties:</b> Serve as Advisor to, and as the personal representative of the Chief, National Guard Bureau  Insure the National Guard is fully integrated in the planning processes, staffing considerations, force structure, doctrinal development, resource management, training requirements and operational execution by all Command and Staff elements of Weapons of Mass Destruction (WMD) and Civil Support organizations at the Joint, Army, Air Force, Army National Guard and Air National Guard levels  Observe, monitor, and make recommendations on the conduct of training to the Chief, NGB  Evaluate and makes recommendations concerning National Guard (Federal and State) qualification, tailoring of training and proficiency development requirements  Conduct liaison visits and execute special projects as directed and required  Take specific actions necessary to improve training at all levels of the National Guard and to execute the National Guard's responsibilities in these areas  Where appropriate and as directed by the Chief, National Guard Bureau, the Assistant will represent the Chief before civilian agencies and veteran and patriotic organizations  <u>Specific functions include:</u> Monitor and evaluate training effectiveness of WMD and Civil Support programs  Provide advice and assistance on policies and procedures affecting the National Guard  Maintain liaison with Commander Joint Task Force for Civil Support, USJFC, Directors of the Army and Air National Guard, State Adjutants General and staffs  Attend Adjutant General Association Meetings, National Guard Association Conference, Army and Air National Guard Annual Senior Leader Conferences, and other meetings and conferences deemed necessary by the Chief, NGB  Interface with all responsible parties, military and civilian organizations  Command experience required  Joint experience recommended  Strong background in training required  Broad knowledge of Army and Air National Guard structure, organization and customs (Continued)		

**Position Title:**

Director, Intelligence Division (J-2), National Guard Bureau

**9. Special Qualifications/Requirements/Restrictions:**

Broadly experienced in civil-military matters relevant to WMD

Security Clearance: Secret

This position is M-Day/drill status only

Must have 18 years satisfactory service

Must be able to complete a minimum 2 years in the assignment before mandatory removal date/mandatory separation date(MRD/MSD)

Completion of senior service school required

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board following selection